NEXT GENERATION SPACE TELESCOPE PROGRAM

CONFIGURATION MANAGEMENT-
CONTROLLED DOCUMENT
STYLE GUIDE

APRIL 19, 2002

Goddard Space Flight Center
Greenbelt, Maryland

National Aeronautics and
Space Administration

Signature Page

Prepared by:

Original Signed by
_____ 04/19/2002
Debra A. Yoder   Date
NGST Configuration Management Officer/QSS
NGST/GSFC Code 443

Reviewed by:

Original Signed by
_____ 04/19/2002
Jonathan Bryson   Date
NGST Deputy Project Manager, Resources
NGST/GSFC Code 443

Approved by:

Original Signed by
_____ 04/19/2002
Bernard S. Seery   Date
Deputy Director for NGST
NGST/GSFC Code 443

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

1.0 <u>INTRODUCTION</u>

The Next Generation Space Telescope (NGST) Program Configuration Management (CM) Controlled Documentation Style Guide describes required formats to be used when generating documents that will be placed under NGST Program CM control in accordance with the NGST Program Configuration Management Procedure, NGST-PROC-000654 and 400-PG 1410.2.1, Configuration Management Procedures and Guidelines. Guidelines described in this document shall be followed for documents designated as CM-Controlled, unless prior approval has been obtained from the CM Office(r) (CMO) for deviations to the required format and will be considered on a case-by-case basis.

1.1 GENERAL

When creating text, Microsoft (MS) Word™ is the preferred format and Times New Roman, 12-pitch is the preferred font, with the exception of tables which may be in 10-pitch, if required. Where possible, figures should be placed within the text file. In cases where an image file is too large to incorporate into the text file, it should be saved separately, with a blank page allowed within the document for insertion of the figure page.

1.2 AUTOMATED FORMATS

Although MS Word provides many automated formats, in the interests of uniformity it is requested that such formats not be used. Likewise, the use of "hidden" commands and auto functions is discouraged, especially in cases where documents may require editing or future revision by someone other than the originator.

1.3 REFERENCE DOCUMENTS

GPG 1410.2	Configuration Management
NGST-PROC-000654	NGST Program Configuration Management Procedure
NGST-PROC-000655	NGST Program Data Management Procedure
400-PG-1410.2.1	Configuration Management

2.0   FORMAT GUIDELINES

2.1   FRONT MATTER FORMAT

The front matter consists of a cover page, CM Foreword page, signature page, Document Change Record (DCR), preface (if applicable), table of contents, list of figures, list of tables, and table of "To Be Determined" (TBD)/"To Be Resolved" (TBR) items (if applicable). All front matter pages, except the cover, CM Foreword page, signature page, and DCR, are numbered with lower-case Roman numerals.

2.1.1   Cover Page

The cover page shall include the document number, revision level, expiration date (applied by CMO at time of release and will be five years after release date), Program title, document title, release date by month and year (applied by CMO), the National Aeronautics and Space Administration (NASA) "meatball" logo, the Goddard Space Flight Center (GSFC) nameplate, and the GSFC Quality Management System (QMS) required statement as a footer (centered). **NOTE**: Draft documents shall be clearly identified as drafts on the cover page.

2.1.2   CM Foreword Page

All CM-controlled documents shall contain the CM Foreword page shown in Figure 2-1.

2.1.3   Signature Page

Signature pages are required for CM-controlled documents. The Configuration Change Request (CCR) approval and the Configuration Control Board (CCB) minutes, as well as the sponsor's signature on the DCR verify authority for publication. The signature page shall appropriate lines for signatures and dates. Typically, the signature lines included are: "Prepared by," "Reviewed by," and "Approved by." In some cases, a "Concurrence by," will be added when applicable. An example signature page can be seen in Figure 2-2.

2.1.4   Document Change Record

Each document must contain a DCR after the signature page that summarizes the document's revision history. The NGST Program will issue a document revision whenever a document is changed. However, changed text will be indicated by a change bar in the margin as indicated in this paragraph. See Figure 2-3 for an example of a DCR.

2.1.5   Table of Contents

The table of contents should list all paragraph numbers and titles (up to and including the third order) and the relevant page numbers. For the table of contents, first-order headings should be in all caps with subsequent headings in initial caps.
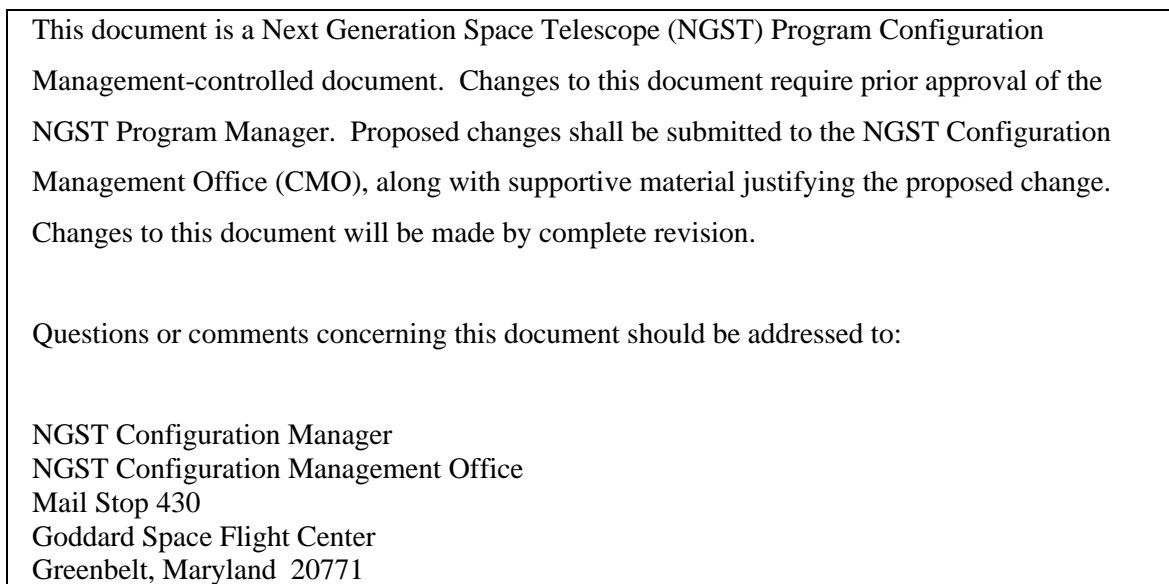
This document is a Next Generation Space Telescope (NGST) Program Configuration Management-controlled document. Changes to this document require prior approval of the NGST Program Manager. Proposed changes shall be submitted to the NGST Configuration Management Office (CMO), along with supportive material justifying the proposed change. Changes to this document will be made by complete revision.

Questions or comments concerning this document should be addressed to:

NGST Configuration Manager
NGST Configuration Management Office
Mail Stop 430
Goddard Space Flight Center
Greenbelt, Maryland 20771

Figure 2-1. CM Foreword Page

2.1.6 List of Figures and Tables

Included as part of the table of contents, the Lists of Figures and List of Tables page provides the figure/table number, title, and page number of each figure/table included in the document.

2.1.7 List of TBDs/TBRs

A list of TBDs and TBRs items will be included as the last page of the front matter, if required. The numbered list includes the paragraph number where the TBD and/or TBR occur, a description of the item, the first initial and last name of individual and organization responsible for resolving the item, and the due date for resolution. See Table 2-1 for an example of a List of TBDs/TBRs Table.

2.1 TEXT FORMAT

2.2.1 General

All text should be left justified and should have line spacing of 1.5 to allow for ease of editing for draft documents. Once the documents have received CCB approval, the document will be changed to single space format. The Page Setup for top and side margins should be 1-inch margins and 1.25 inches at the bottom. The header should be 0.5 inch from the edge of the page and the footer is 0.25 inch from the edge of the page.

Signature Page

Prepared by:	
_____ Name Title NASA/GSFC, Code xxx	
Reviewed by:	
_____ Name Title Company, Code xxx	
Approved by:	
_____ Name Title NASA GSFC, Code xxx	_____ Name Title NASA GSFC, Code xxx
_____ Name Title NASA GSFC, Code xxx	
Concurrence by:	
_____ Name Title Company, Code xxx	

Figure 2-2. Sample Signature Page

DOCUMENT CHANGE RECORD

Sheet: 1 of 1

REV LEVEL	DESCRIPTION OF CHANGE	APPROVED BY	DATE APPROVED

Figure 2-3. Example of a Document Change Record (DCR) Sheet

Table 2-1. Example of the a List of TBDs/TBRs Table

Table X-X. List of TBDs/TBRs

Item No.	Location	Summary	Ind./Org.	Due Date
1	Section 1.5 3rd Bullet	EM Ref #	R. Lynch/ 443	03/01
2	Table 2.1 #2 Table 2.2 #1 Table 2.2 #13 Table 3.11 #1	Torque levels	R. Lynch/ 443	03/01
3	Para 3.1	Determine number of tools	R. Lynch/ 443	03/01
4	Paragraph 3.1.1	Torque level	R. Lynch/ 443	03/01
5	Paragraph 3.1.2	Thermal Exposure Time	R. Lynch/ 443	03/01
6	Paragraph 6.4.2	Temperature Levels	R. Lynch/ 443	03/01
7	Table 6-4	Torque, # Turns (5 places)	R. Lynch/ 443	03/01

2.2.2   **Header**

Headers should contain the document title (11-pitch and left-aligned) and the document number (12-pitch and right-aligned) on the first line; Revision Level (REVISION A, B, C, etc.) on the second line (right-aligned); and the release status ("Draft," "Initial Release") on the third line followed by one blank line. **NOTE**: Upon release of the document, the release status shall be replaced with a five-year expiration date in accordance with the GSFC Procedures and Guidelines (GPG) 1410.2, Configuration Management.

2.2.3   **Footer**

The footer is required by GPG 1410.2 and must, as a minimum, be included on the cover page of every document in the NGST Library and on every page of CM-controlled documents where feasible. On pages with large figures or in other instances where there is insufficient space, the footer may be omitted. The footer shall read:

<div align="center">

CHECK THE NGST DATABASE AT:
http://ngst1.hst.nasa.gov/
TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

</div>

It should be in a smaller font than the body of the document (Times New Roman, 9-pitch is recommended) and should be placed 0.25 inch from the edge of the page and centered. Page numbers are centered above the footer, with one blank line between the footer and page number as well as a one-line separation between the last line of text and page number. Page numbers should be numbered consecutively within each section (1-1, 2-1, etc.) and the font shall be 12-pitch. Appendix page numbers should follow suit: A-1, B-1, etc.

2.2.4   **Paragraph Numbering**

Each paragraph and subparagraph should be numbered consecutively throughout the document and should follow a logical flow according to content. The style is as follows:

> **1.0**   **FIRST ORDER**
>
> **1.1**   **SECOND ORDER**
>
> **1.1.1**   **Third Order**
>
> **1.1.1.1**   **Fourth Order** (text starts here)

If the fourth-order paragraph is a list, place the list under the heading.

- Where possible, avoid headings higher than fourth order. Further levels may be avoided by using bulleted or numbered lists.

- Use the fourth-order format for fifth-order or higher.

2.2.5 <u>Lists</u>

To draw emphasis to a subject, lists are a useful formatting tool. Typically a first-level list will be letter-formatted:

    a. NGST

    b. HST

    c. EOS

    d. STP

The second-level list is typically lower-case Roman numerals:

    a. NGST

        i. Configuration Management Office

        ii. Data Management Office

Third- and fourth-level lists, if necessary, can use the same letter formats in parentheses:

        ii. Data Management Office

           (a) Documents

                (i) CM-controlled documents

Where the list is a simple list of items or events, no period is necessary at the end of each entry. Where each item forms a complete sentence (or more than one sentence), it should be punctuated accordingly.

If a bullet-type list is preferred, the format for bullets beyond the first level is as follows:

- First-level bullets
  - Second-level bullets

2.2.6 <u>Figures and Tables</u>

Figures and tables should appear in the text as close to the first reference as possible and should be numbered according to the section in which they appear. They should appear on a page by themselves, or set apart from the text by two blank lines. Figures may be portrait or landscape orientation and should have the figure number and title on one line, under the figure as shown in Figure 2-5.
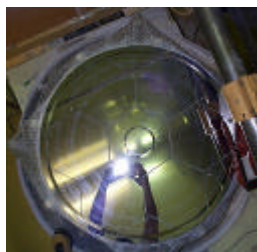
Figure 2-5. Sample Figure Title Format

It is recommended that tables be formatted in Times New Roman 10-pitch. Table column headings may be bolded. The table number and title should appear as shown in Table 2-2 below.

Table 2-2. Sample Table Title Format

Type	Number	Duration	Levels	Total

Tables should be single-spaced with paragraph spacing (see "Format," "Paragraph," "Spacing") of 6 points before and after table entries for a well-spaced table format.

2.2.7   Appendices

Each appendix is assigned letters in the order of their appearance (A, B, C, etc.) Each appendix begins on a separate page, numbered page A-1, etc. It should be headed with the appendix letter and title centered on the page in bold font. If required, paragraph headings will follow the same format as those in the main text except that the appropriate appendix letter precedes the paragraph number (A1, A1.1, A1.1.1, etc.). In many cases, Appendix A will be the Acronyms/Abbreviations List.   A separator page may be used, if desired.

2.2.8   Acronyms

Each acronym should be spelled out at its first appearance in the document. Acronyms should not be used in headings or on the cover page. Adding a lowercase "s" to the end forms the plural of an acronym; no apostrophe is necessary (e.g., TBDs, TBRs).

3.0 <u>EDITORIAL GUIDELINES AND CONVENTIONS</u>

The following sections provide some guidelines to frequently raised editorial questions.

3.1 HYPHENS

Use a hyphen between words that combine to form a unit modifier (e.g., real-time data, but data were in real time; small-town boy, but he lives in a small town). Use a hyphen to join a single capital letter with a noun (Z-axis). Use a hyphen to join elements of compound numbers from twenty-one to ninety-nine. Do not use a hyphen to imply a number range (2 to 6 months, not 2-6 months).

3.2 NUMBERS

For numbers up to 10, spell out the words; otherwise, use numerals. Where two or more numbers are used in a series and one is 10 or more, use numerals throughout (e.g., "Each of the 15 components, 10 flight and 5 non-flight, is ready to ship.")

Use numerals when referring to measurement, age, time, dates, decimals, degrees, money, and percentages. Examples of formats follow:

- Measurement (10 km, 8 miles, 550 nmi)

- Age (2 years; 5 months)

- Time (2 minutes, 45 seconds; but in a year or two, three decades)

- Dates (June 5, 2001; not 5 June 2001 or June 5th, 2001)

- Decimals (0.5 inch; not ½ inch)

- Degrees (35°F; 65°C; 40 to 65°C)

- Money ($10 million; not 10 million dollars)

- Percentages (2 percent, but may use 2% in tables)

APPENDIX A. ABBREVIATIONS AND ACRONYMS

Abbreviation/ Acronym	Definition
CCB	Configuration Control Board
CCR	Configuration Change Request/Approval
CM	Configuration Management
CMO	Configuration Management Office
DCR	Document Change Record
DMO	Data Management Office
EOS	Earth Observing System
GPG	GSFC Procedures and Guidelines
GSFC	Goddard Space Flight Center
HST	Hubble Space Telescope
km	Kilometer
MS	Microsoft
NASA	National Aeronautics and Space Administration
NGST	Next Generation Space Telescope
nmi	nautical miles
PROC	Procedure
QMS	Quality Management System
STP	Solar Terrestrial Probes
TBD	To Be Determined
TBR	To Be Resolved
TM	Technical Memorandum